

CITY OF TROY

**2006-2007 CONSOLIDATED PLAN
ONE YEAR ACTION PLAN**

REQUEST FOR PROPOSALS

**APPLICATIONS/PROPOSALS DUE:
Noon, Wednesday, February 1, 2006**

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

CITY HALL, TROY, NY 12180

ATTENTION: V. Zubkovs, Senior Planner

DATE: 1/5/06

The City of Troy receives federal funding annually from the federal Department of Housing and Urban Development to further three National Objectives: (1) providing benefit to low and moderate income persons and households; (2) meeting a particularly urgent community development need; and (3) removal of slums and blighting conditions. The primary goal is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

To fulfill this responsibility, the City of Troy prepared a 5-Year Strategic Plan of the Consolidated Plan that identifies needs as determined by community and neighborhood stakeholders. The 5-year Strategic Plan establishes general strategies and priorities, and the One Year Action Plan (OYAP) identifies the specific projects that will be undertaken with the current year's (July 1, 2006 to June 30, 2007) funding to satisfy the National Objectives as well as the needs, strategies and priorities of the 5 Year Strategic Plan

Federal funds that are used to carry out the OYAP consist of Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnership Act (HOME) funding including ADDI funding.

The City of Troy will solicit proposals for priority projects and programs that can be undertaken to satisfy community needs by issuing this Request for Proposal (RFP). After review of all proposals received by the deadline and upon approval of specific proposals, the City will contract with neighborhood organizations, agencies, consortia of agencies, City departments, and others to use the federal funds to carry out projects which further the federal National Objectives and the aims of the Consolidated Plan.

This document describes the process and requirements that must be followed to submit proposals for City review in response to the RFP, and it identifies the kinds of activities and outcomes the City is seeking. The final local decision concerning which projects and/or programs will be funded under the 2006-2007 OYAP will be made by the Troy City Council. This decision is expected to be made in May 2006. It will then be submitted to the US Department of Housing and Urban Development (HUD) for acceptance, which traditionally is granted in the summer. Commencement of the 2006-2007 program year is contingent upon HUD's acceptance. In the event that HUD approval arrives after July 1, applicants are advised to wait until HUD approval before starting their projects, if it all feasible. Due to the possibility the HUD may in fact disapprove a particular project, the City of Troy cannot sign Consolidated Plan project contracts before receiving HUD's approval. Unless a specific exception is made, the City of Troy assumes no responsibility for reimbursing expenses which are ultimately delayed or rejected by HUD.

REQUEST FOR PROPOSALS

The City of Troy has developed this RFP to solicit proposals for projects, programs and other activities that could be included in the City's One Year Action Plan (OYAP) for the 2006-2007 program year. The RFP reflects the needs, strategies and priorities developed by the Administration and/or Planning Department with input from the public and as found in the Consolidated Plan.

Consolidated Plan initiatives resulted from the meetings held during the preparation of the Consolidated Plan. Both City departments and community-based organizations will be expected to submit a complete application by the deadline date to be considered for funding.

Proposers will need to carefully read the general and specific requirements below in order to describe a proposal that satisfies at least one of the three National Objectives as described above, which responds to one of the specific programs/projects described, and which furthers the Consolidated Plan.

GENERAL REQUIREMENTS AND CONDITIONS

1. The proposer agrees that in submitting a proposal it will neither make any claims for nor assert any right to damages because of any misunderstandings or lack of information.
2. All submitted proposals become the property of the City of Troy.
3. The City of Troy reserves the right to reject any or all proposals.
4. The City of Troy is not liable for any costs incurred by the proposer in the preparation of a proposal, or for submission of a proposal.
5. All requirements and standards of the Freedom of Information Law (Public Officers Law, Sections 87 and 89) apply.
6. The management of projects/programs shall not be subcontracted.
7. The selectee shall not discriminate in employment practices, on the basis of race/ethnicity, color, national origin, gender, sexual orientation, religion, age, disability, familial status, military status, or any other legally prohibited form of discrimination.
8. All programs will run from July 1, 2006, to June 30, 2007 unless otherwise specified.
9. Each organization submitting a grant application, except City departments, must submit a copy of the organization's latest financial statement (single audit if done).
10. CHDO agencies must submit updated CHDO certification documentation.

SPECIFIC REQUIREMENTS AND CONDITIONS

1. The proposal shall use the format described below.
2. If the agency's/consortium's project is approved in whole or in part, it shall be required to enter into an agreement with the City of Troy.
3. The agreement between the City of Troy and the agency/consortium will begin on July 1, 2006 and will terminate on June 30, 2007.
4. The records of the agency/consortium shall be subject to audit by the City of Troy upon reasonable prior notification.
5. Each proposer must demonstrate the capability to carry out the program/project proposal.
6. All proposals will meet all HUD requirement, rules, and regulations including Section 3 and Davis-Bacon wage rate guidelines.

FORMAT FOR PROPOSALS

1. Proposals must be submitted in at least one of the following formats:
 - a) three paper copies
 - b) one electronic copy on a 3.5" floppy disk, preferably using Microsoft Word, Microsoft Excel, and/or Microsoft PowerPoint. (Agencies submitting applications for multiple programs may put all programs on the same disk.)
 - c) one electronic copy E-mailed to christine.hillary@troyny.gov, preferably using Microsoft Word, Microsoft Excel, and/or Microsoft PowerPoint.
 - d) along with its proposal, an applicant must also submit its most recent financial statement and/or annual financial report. Agencies, which have no financial holdings, and are therefore exempt from this requirement, should submit a short (one page) statement documenting this fact.
 - e) other attachments as requested and labeled clearly in accordance with the instructions found in the application.
 - f) Proposals must be submitted to the offices of the Department of Planning and Community Development at City Hall, One Monument Square, Troy, New York, 12180 no later than NOON on Wednesday, February 1, 2006.

SELECTION CRITERIA

The City is working to act as an investor, selecting programs with the greatest potential for a return on the investment of city dollars in projects, programs and services that are funded. As a result, the City will review applications to determine the range of products/results promised by the applicant, the likelihood that these results will actually be accomplished (based on performance targets and milestones articulated by applicants), an examination of the potential that Consolidated Planning funds will leverage other funds, and an evaluation of whether a particular program represents the best potential use of city dollars.

1. Proposer's experience and qualifications (including supervisory experience) and identification of numbers and goals as demonstrated in the application.
2. Degree to which the proposal demonstrates an understanding of, and responds to, the community's needs and the needs of low/moderate income households and/or eligible Census tract(s) as defined in the City's Strategic Plan of the Consolidated Plan.
3. Degree to which the proposal satisfies one or more National Objectives and one or more of the Consolidated Plan Initiatives (see below).
4. Efficiency of the delivery of a product/service. Efficiency could be measured in terms of cost per eligible client served, or by the ability of the applicant to leverage other resources (including other funding) to the project. **The leveraging of other funding will be an important consideration in the selection of funded projects.** Additional consideration will be given to proposals submitted by consortia of applicants that demonstrate non-duplication of product/service delivery and which define roles and responsibilities of the partners.
5. Degree to which the proposal satisfies one or more of the specific performance targets described below. Although any CDBG/ESG/HOME-eligible proposal could be funded, the priority in funding will go to meeting the performance targets described below.
6. Degree to which the proposal supports the goals of the Enterprise Community or Empire Zone program, complements City projects and programs, or meets a vital community need
7. Degree to which the proposal demonstrates the capacity of the applicant/organization to market and deliver the proposed product or service. In this regard, the applicant's or organization's track record will be taken into consideration.
8. Degree to which the project establishes clear performance targets, milestones and verification methods to ensure program/service success.
9. Degree to which the applicant can demonstrate that the proposal can be commenced quickly and can be completed on schedule.
10. Degree to which the proposal demonstrates viable self-sufficiency of the project/program beyond the 2006-2007 program year, if meant to be an ongoing endeavor.
11. Degree to which the proposed project is innovative.

12. Degree to which the proposal demonstrates resident involvement in developing the project/ proposal and/or grass roots support of the proposal

SPECIFIC PROJECT REQUESTS FOR PROPOSALS

Project requests and performance targets related to the Consolidated Plan Initiatives for 2006-2007 include the following:

A) Neighborhood Livability (CDBG funding)

OUTCOME 1: Targeted code enforcement in the North Central and South Troy neighborhoods to include 300 to 400 homes per target area.

PERFORMANCE TARGETS:

- a) Perform at a minimum exterior code compliance inspections for all buildings in three target areas (one in North Central, one adjacent to and north of downtown and one in South Troy south of Ferry Street) and conduct intensive code inspections for owners/tenants requesting them and for owner occupants applying for grant programs
- b) Market low-interest loans (or grants if possible) for rehabilitation of target area properties by private owners, market the City's rehabilitation programs and grant and loan programs administered by others, and assist owners in preparing applications and related materials
- c) Target priority vacant buildings for demolition or for stabilization
- d) DPW and Code Enforcement support of Civil Enforcement resulting in corrections of code violations and reduced nuisances in the target neighborhoods
- e) Perform façade improvements in target areas to provide maximum visual impact of neighborhood improvement
- f) Prune and/or remove all publicly-owned trees designated as hazardous and do additional tree planting
- g) Repair/replace streets and alleys within target areas
- h) Repair/replace sidewalks within target areas
- i) Neighborhood generated/sponsored special projects that increase pride, safety, and investment in the target neighborhood (e.g. tree planting, parks and playgrounds, special trash removal projects, signage, lighting, etc.) for target areas

OUTCOME 2: Pleasant, safe, and attractive neighborhoods throughout Troy

PERFORMANCE TARGETS:

- a) DPW and Code Enforcement support of Civil Enforcement resulting in 400+ code violations corrected this year, and reduce incidence of nuisances by 20% by July 1, 2006
- b) Neighborhood sponsored projects that make safe and attractive neighborhoods (e.g. tree planting, parks and playgrounds, special trash removal projects, signage, lighting, etc.)
- c) Clean, rehabilitate, and/or develop the underutilized publicly-accessible areas of the Troy waterfront
- d) Computerize monitoring of all vacant buildings to track current status and update it routinely
- e) Demolish 10 or more vacant and functionally obsolete buildings and improve the resulting vacant lots
- f) Stabilize at least 3 vacant buildings and secure at least 150 vacant buildings
- g) Implement priority projects contained in the Recreation Recovery Action Plan
- h) Fund improvements that leverage work by volunteer groups and other recreation

funding sources

- i) Correct code violations in all non-target low/mod areas
- j) Apply for matching funds for physical improvements in low/mod neighborhood
- k) Develop a computerized three year infrastructure improvement plan to monitor street conditions targeting the worst streets, major streets, and build on work already completed
- l) Implement the 3-year street and sidewalk plan especially targeting the worst streets, major streets, and build on work already completed
- m) Implement a Paint Program for 25 homeowners to paint their houses
- n) Develop a program to use matching funds to support the "Take Stock in Your Block" program in South Troy
- o) Use land banking opportunities in the areas of 5th and Jay, 112th and First, and Brunswick Road and Orchard
- p) Implement projects that physically rehabilitate high priority, existing, low-mod income neighborhood service centers to retain and improve the use and function of the existing facilities or provide seed grants for projects that reduce existing operating expenses of the service centers by cost-effectively improving energy efficiency using other grant and loan program funding resources.

OUTCOME 3: Implement projects enhancing residential areas adjacent to/nearby/at gateways to job opportunity areas identified in the 5-Year Strategic Plan

PERFORMANCE TARGETS:

- a) Complete a residential focus block at/near the entrance to the Ross Tech Park site to augment the NICE improvements in South Lansingburgh
- b) Complete a residential focus block at the entrance to the new Estuary Center to create an attractive entryway
- c) Complete a focus block in the area of Fifth Avenue and Ferry Street

B) Economic Opportunity (CDBG funding)

OUTCOME 1: Improve conditions for business development through attraction and retention

PERFORMANCE TARGETS:

- a) Implement the Brownfields Economic Development Initiative
- b) Apply for Main Street grant for Third Street (Fulton to Congress) and tie in 50/50 program
- c) Continue exterior rehabilitation of business buildings and interior systems upgrades through the 50/50 commercial rehabilitation program, leveraging other renovation loan and grant programs, targeting upper story renovations and encouraging suitable mixed use of buildings
- d) Capitalize a business loan fund to provide loans to for-profit businesses who pledge to hire additional low/moderate income Troy residents together with funds for general program support including marketing and legal activities
- e) Develop and implement a strategy to encourage a positive image of Troy in the media
- f) Increase the amount of downtown parking by at least 200 spaces
- g) Develop and implement a plan to capitalize on heritage tourism and historic resources
- h) Facilitate waterfront brownfields cleanup through City acquisition of properties

OUTCOME 2: Strong, responsible job training/placement system (leveraging other funding sources). GED attainment is required for high school dropouts for any job training program funded under the CDBG program.

PERFORMANCE TARGETS:

- a) Seek additional funding sources for one or more of the following:
 - Prepare low/moderate income residents for long-term career opportunities, and provide for retraining people changing careers
 - Use On-Job-Training program to match Troy residents to Troy jobs
 - Develop internships/apprenticeships with a continuum of job identification, training resources, preparation, placement, coaching
 - Implement a pilot program to work with the Troy Housing Authority and the Homeless Services Collaborative to develop programs to move the clients to employment and self-sufficiency
 - Develop and implement job training for residents including rehabilitation of historic buildings
- b) Catalog job training, education providers in the Troy area to:
 - Identify overlaps and gaps in services
 - Prepare a plan to eliminate overlaps/fill gaps in service to improve success of Troy participants

C) Housing (CDBG funding)

OUTCOME 1: Provide sufficient funding to meet anticipated need for housing rehabilitation citywide with additional funding to meet the needs of targeted areas

PERFORMANCE TARGETS:

- a) Design and deliver housing programs for income eligible applicants that achieve:
 1. code compliance, handicapped access, and weatherization renovation for minor projects for approximately 50 dwellings (up to \$5,000 per dwelling) including LBP program, Section 3 employment training initiative
 2. code compliance renovation for major housing rehabilitations for approximately 25 dwellings (\$15,000 maximum per dwelling) including LBP program, Section 3 employment training initiative
 3. rehabilitation projects for residential buildings in targeted code enforcement areas

OUTCOME 2: Design a prioritized housing strategy and an array of programs to advance the strategy

C) Housing (HOME funding)

OUTCOME 1: Utilize maximum CHDO project funding to perform moderate rehab of 10+ City-owned vacant de-densified residential buildings for sale to low/mod residents to enhance their self-sufficiency efforts

OUTCOME 2: Fund a homeownership grant program to benefit 10+ low/mod income households

D) Homeless (ESG funding)

OUTCOME 1: Eliminate homelessness by 2012

PERFORMANCE TARGETS:

- A) Develop and implement a plan of programs that improve homeless services to

eliminate homelessness by 2012 by stressing self-sufficiency through job training and preparation while reducing reliance on Consolidated Planning funding
B) Implement HMIS and produce monthly analysis reports

ALL PROPOSALS ARE DUE BY NOON ON WEDNESDAY, FEBRUARY 1, 2006